



Division Guideline #18

Date: **Created April 6, 2012**
 Revised July 6, 2012
 Reviewed June 10, 2013

Title: **Discharge and Inactivation**

Application: **Regional Offices and TCM Providers**

CIMOR Episode of Care Program distinctions:

- Discharge
 - Deceased
 - Moved out of state
 - Inactive

Inactive status arises when:

- When an individual/guardian notifies the RO that they do not wish to receive services at this time.
- When an individual cannot be located and documented attempts have been made to contact them.
- Individuals/guardians who seek to receive services again following a period of inactive status will contact a Regional Office to begin the process. The requests would be forwarded to the Intake/Assessment team, who will review the individual's file and gain updated medical, school, employment, psychological/psychiatric records, as applicable. The I/A team will screen for need of redetermination.
- Those individuals who have passed one of the ages of redetermination (5, 18, 22) since discharge, will be re-evaluated for eligibility by the I/A staff. The I/A staff will review the new records and initiate the redetermination process as per Division regulation.
- Those who have not moved past those age demarcations since discharge will be forwarded for assignment of a Support (aka Service) Coordinator. These individuals do not need to reapply for services, but may be asked to sign an updated Request for Services, Release of Information, HIPAA, and SMT forms.

This guideline will be reviewed and updated annually, if needed.